Professional Managerial Branch   **CRIMINAL INTELLIGENCE LIAISON**
Miscellaneous Professional Group
Crime Analyst Series   4/99 (SAC)

Summary

Under general direction, serve as liaison to counterdrug task force and conduct research and advanced statistical analysis of criminal activities and relationships.

Typical Duties

Serve as liaison between the El Paso Police Department and the High Intensity Drug Trafficking Area (H.I.D.T.A.) Task Force to share information on criminal activities or suspected criminals under investigation. Involves: coordinating intelligence activities with Federal, State, County and other municipal agencies; keeping task force informed of the El Paso Police Department activities and relating task force information to department for investigative follow-up or enforcement action; representing the department on crime analysis conclusion and issues at advisory or multijurisdictional committees; providing information or training on narcotics-related crime to patrol and investigative staff.

Conduct regular and special studies of individual criminal cases, types of activity and their interrelationships. Involves: identifying and gathering a wide variety of pertinent data from police reports, arrests and intelligence information; developing suspect information and conducting criminal history searches on crime suspects through computer access; selecting essential elements and correlating new information with existing information; ascertaining significance of and tracking crime trends, locations patterns, occurrence time lines, evidence correlation and other factors; designing and testing general and specific statistical and mathematical crime prediction and resource allocation models.

Perform related work. Involves: substituting, as qualified, for immediate supervisor or coworkers during temporary absences by performing specified duties and responsibilities essential to maintain continuity of operations, if assigned; preparing graphs, charts, tables and other graphic materials for visual presentation of data; preparing reports of findings regarding special studies, assigned cases and related subjects.

Minimum Qualifications

Training and Experience: Bachelor's Degree in Criminal Justice, Sociology, Psychology, Business or Public Administration or a related field and two (2) years experience with a law enforcement, criminal justice or military intelligence agency compiling data, researching and analyzing cases to support investigations, or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of: principles and techniques of statistical analysis; research methods and techniques. Good knowledge of: law enforcement organization, activities and terminology; types of crimes and modus operandi associated with organized and narcotics-related crime. Some knowledge of: requirements for intelligence file creation, retention, dissemination and purging.

Ability to: analyze complex intelligence problems and present findings in a logical manner; apply statistical and mathematical modeling principles to police operations and crime conditions; develop hypothetical links between criminals and crime groups; establish and maintain effective working relationships with employees from other law enforcement agencies, City employees, officials and the general public; communicate clearly and concisely, both orally and in writing; prepare graphs, charts, tables and other illustrative devices.

Skill in safe operation and care of: personal computers and spreadsheet, database, word processing and specialized law enforcement software; a motor vehicle through city traffic.

Special Requirements: Pass comprehensive background investigation and obtain required Federal clearance by time of appointment.

Licenses and Certificates: Texas Class "C" Driver's License.

Director of Personnel   Department Head